

<b>LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS</b>	<b>NUMBER: 14</b>	<b>PAGE: 1 OF 2</b>
<b>TITLE: MONTHLY MILEAGE REIMBURSEMENT POLICY</b>	<b>PERSONNEL X ADMINISTRATIVE</b>	<b>RESOLUTION NO: 95-1100</b>
<b>EFFECTIVE DATE: September 7, 1995</b>	<b>TYPE: X POLICY PROCEDURE</b>	<b>SUPERSEDES: POLICY # PROCEDURE #</b>

## **I. PURPOSE**

To establish consistent guidelines and procedures for the monthly mileage reimbursement program as a means of reimbursing employees for mileage related expenses incurred in the conduct of routine County business.

## **II. SCOPE**

This policy applies to all departments/employees under the Board of Commissioners.

## **III. POLICY**

Department heads may, at their discretion, elect to reimburse employees for routine mileage expenses on a monthly basis rather than reimbursing them for each occurrence under the County's travel policy. Requests for reimbursement must be submitted in accordance with procedures below in order to receive reimbursement on the tenth (10th) of the month. This program applies only to routine business expenses as defined in the County Travel Policy.

## **IV. PROCEDURE**

### **A. Employee Responsibilities**

- 1. Record all mileage-related expenses each month, incurred while performing official duties, on an Employee's Monthly Mileage Claim Report.**
- 2. Attach appropriate receipts.**
- 3. Submit the completed form to their department head for approval not later than the second (2nd) working day of each month.**
- 4. Department heads will submit their completed forms to the County Administrator for approval.**

### **B. Department Head/County Administrator Responsibilities**

- 1. Review/approve Employee's Monthly Mileage Claim Reports.**

**2. Forward approved forms to the departmental payroll clerk.**

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**C. Department Payroll Clerk Responsibilities**

**1. Transfer approved mileage information onto the Auditor's consolidated monthly mileage printout and submit to the Auditor's payroll department not later than the fifth (5th) day of the month. Printouts submitted after the fifth day of the month will not be processed until the following month.**

**2. Retain copies of approved Employee's Monthly Mileage Claim Reports for audit purposes in accordance with "Schedule of Records Retention and Disposition" requirements.**

**APPROVED BY:**

**DATE:**